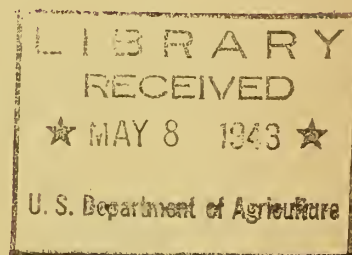


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PERSONNEL MANUAL



NORTHEAST REGION

REGIONAL PERSONNEL DIVISION

U. S. FOOD DISTRIBUTION ADMINISTRATION

UNITED STATES DEPARTMENT OF AGRICULTURE

NEW YORK, N. Y.
March 1, 1943

1881
1882

P E R S O N N E LI. DEFINITIONS AND POLICIESA. APPOINTMENTS (WAR SERVICE):1. Approval of Appointment:

Before a prospective employee, who has been recommended for formal appointment, can be entered on duty under such appointment, approval must be received from the Regional Personnel Division. Generally, this approval will be transmitted by wire and later confirmed by formal notification--Form AD-126. (A formal appointment is not to be confused with a Letter of Authorization appointment--see paragraph II-E.)

2. Indefinite:

A War Service Indefinite Appointment should be recommended when it is expected that the work will continue for an indefinite period. Such appointments will extend for the duration of the war and six months thereafter.

NO PERMANENT APPOINTMENTS CAN BE MADE. THE WAR SERVICE REGULATIONS, EFFECTIVE MARCH 16, 1942, SUPERSEDED ALL OTHER APPOINTMENT RULES IN EFFECT ON THAT DATE.

3. Temporary:

A War Service Temporary appointment should be recommended when it has been determined that work will be completed within a period of one year or less.

If the services of an individual are to be required for a period in excess of sixty calendar days, a War Service Temporary Appointment will be effected. A War Service Temporary Appointment is a formal appointment which bears an expiration date. Temporary appointments must be terminated at the completion of the work which can be on or before the expiration date, however, under no circumstances can they extend beyond the terminating date without prior approval from the Regional Personnel Division. Any request for the extension of a temporary appointment must be received by the Regional Personnel Division at least three weeks prior to the expiration date of the current appointment.

If an employee's services are to be required for a period of two months (sixty calendar days) or less, a Letter of Authorization Appointment will be effected. (See paragraph II-E regarding Letter of Authorization.)

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4. Letter of Authorization:

A letter of authorization employee is one hired under authority granted under a general authorization issued by the Administrator's Office of the Food Distribution Administration, to the Regional Administrator, Northeast Region, and his assistants or directly to Commodity Branch officials. This authority has been retained at the regional level for all regionalized activities, and for the present time will not be further delegated. An employee hired under Letter of Authorization for a 60 day period earns 5 days annual leave. If there was no break in service during L. A. employment, such an employee, if terminated at the expiration of his Letter of Authorization employment, must be granted his accumulated leave prior to the termination date. (See paragraph II-E for complete details concerning employment of Letter of Authorization personnel.)

B. CERTIFICATE OF ELIGIBLES (CIVIL SERVICE):

A certificate of eligibles is a list of names from an appropriate register of eligibles furnished by the Civil Service Commission upon request by the Regional Personnel Division. Such lists can be used in making appointments only to a position of the same title, grade, and salary which appears on the register: i. e., if the Civil Service Commission furnishes a list of Junior Clerk eligibles, this list can be used only in filling the position of Junior Clerk and cannot be used to appoint, for instance, a Junior Clerk-Stenographer or a Senior Typist.

C. CHANGE IN DUTIES:

A change in duties is involved when an employee is changed from one assignment to another, without any change in title, grade, or salary. A change in duties is necessary when an employee is moved from one Unit to another in the same Section or Office, so long as the duties to be performed in the new assignment differ from those previously performed by that same person. The transfer of an employee from one Division to another, even though the same title, grade, and salary is retained, involves a change in duties; i. e., a transfer of Junior Clerk-Stenographer, CAF-2, \$1440 per annum, from the Distribution Division, to a Junior Clerk-Stenographer position, CAF-2, \$1440 per annum, in the Purchase Division requires a "Change in Duties."

D. CHANGE IN HEADQUARTERS:

A change in headquarters occurs when an employee moves from one city, town, or point to another in the field, i. e.; from Buffalo, New York, to Albany, New York.

E. CHANGE IN STATUS:

1. Promotion: The change of an employee from one position to another position in a higher grade.
2. Demotion: The change of an employee from one position to another of a lower grade.
3. The change in status also may involve a change in title, grade, or both without involving a change in salary, i. e. ;
 - a. From Assistant Clerk, CAF-3, \$1800 per annum to Clerk, CAF-4, \$1800 per annum.
 - b. From Senior Typist, CAF-2, \$1440 per annum to Junior Clerk-Typist, CAF-2, \$1440 per annum.

F. CIVIL SERVICE (CLASSIFICATION) TITLE:

When positions are allocated, a title is adopted in the plan of classification to designate each position in a class, as specified by the Civil Service Commission. This title is to be used on all payrolls, budgets, estimates, and official records pertaining either to the employee occupying the position or to the position itself even though it may be vacant.

G. CLASSIFICATION PLAN:

The system used by which positions in the Federal Government Service are grouped into classes, the classes are defined, and a code of rules for the application and administration of the Classification plan is provided.

H. DEBTOR'S COMPLAINTS:

Letters received from debtors complaining about non-payment of debts of employees should be forwarded directly to the Regional Personnel Division by the employee's supervisor.

I. EFFICIENCY RATINGS:

Each person in the government service is given an "Efficiency Rating" once a year. These ratings generally are made for the year ending March 31 and complete information for preparing efficiency ratings is furnished the supervisor at that time. An employee's efficiency rating is one of the factors which is used as a basis for salary increases as well as grade promotions.

J. FURLOUGHS (FOR MILITARY TRAINING AND SERVICE):

A furlough is a temporary separation of an employee, without pay, made without prejudice to the employee and with intention to restore to duty.

Military Furlough Without Pay upon expiration of all accrued annual leave for employees (male or female) entering the armed services is provided for by an Act of Congress.

K. GRADE DEFINITIONS:

CPC - Crafts, Protective, and Custodial Service
 SP - Sub-professional Service
 CAF - Clerical, Administrative, and Fiscal Service
 P - Professional and Scientific Service

All new appointments must be made at the entrance (beginning) rate of the salary established for the grade in which they are appointed: i.e.: A Grade CAF-2 employee would receive at the time of her appointment a salary of \$1440 per annum, plus compensation payable as a result of the passage of the recent "Overtime Pay" Act. (See exhibit I. "Pay Scales Under the Classification Act of 1923, As Amended.")

L. GRIEVANCES:

If the grievance cannot be settled to the satisfaction of the supervisor and the employee, complete details should be forwarded directly to the Chief, Regional Personnel Division. (Offices operating on an Area level should forward a COPY of such reports to the State Supervisor.)

M. INQUIRIES, PERSONNEL SUBJECT TO:

1. Personnel Subject to Inquiries:

- a. All persons appointed under the delegated field employment procedure as well as all persons recommended for appointment by Secretarial action shall be made the subject of a personnel inquiry except (1) collaborators and cooperative agents when recommended by established sources or whose reputation is generally known; and (2) strictly temporary employees (including persons employed under letter of authorization) who are to work six months or less, unless such temporary employees are to be placed in positions of considerable responsibility or who may be assigned to shipping ports and therefore become possessed of valuable military information. Personnel inquiries shall be conducted only in the case of those persons who are selected for appointment.
- b. Inquiries (by the Regional Personnel Division) will be conducted, generally, regarding (1) education, (2) experience, (3) arrest record, and (4) occasionally personal references.

2. Special Investigation by the Department Office of Personnel:

- a. All persons employed either under formal appointment or under letter of authorization who are assigned to duty at shipping ports must be investigated by the Division of Investigations of the Department Office of Personnel whether they are United States or foreign born. This investigation must be initiated immediately upon the assignment to duty of an employee, and will be in addition to any routine inquiry that may previously have been made by the Regional Personnel Division for the purpose determining eligibility.
- b. All persons employed under formal appointment for duty in the continental United States who are either naturalized citizens born in a country with which the United States is at war, or who are United States born citizens whose parents (one or both) were born in a country with which the United States is at war must be investigated by the Division of Investigations of the Department Office of Personnel prior to entrance on duty under such an appointment. It is the policy of the Department Office of Personnel to investigate persons who themselves, or whose parents, were born in the countries of

Austria	Italy
Bulgaria	Japan
Germany	Rumania
Hungary	

- c. All persons except those mentioned in a, above, who are naturalized citizens born in countries other than those with which the United States is at war, may be given a formal appointment without investigation by the Department Office of Personnel, but subject to a general personnel inquiry as indicated in 1, above. It will be the responsibility of the Regional Personnel Officer to determine to his own satisfaction that the person concerned has been fully naturalized as a citizen of the United States.

N. LEAVE:

See paragraph IV for definitions of leave regulations.

O. POSITION DEFINITION:

An aggregation of duties to be performed and responsibilities to be exercised by one person.

1. Description of Duties:

Whether a position is filled or is vacant does not alter the fact that the position is still there, since the same duties and responsibilities will be required of the person

who later may be assigned that work. Positions are not abolished merely because the employee resigns, transfers, or for any other reason leaves, but are abolished only after definite action is taken by the Personnel Office. Generally, a position is maintained for a reasonable length of time after it is vacated even though no action has been taken to effect a replacement.

2. Position Description:

A position description is a written outline giving all data relating to the work, responsibilities, organization relationships, and qualification requirements. When it is desired to establish a new position, it will be necessary to furnish the Regional Personnel Division with a detailed outline of the duties which are to be performed.

P. REINSTATEMENT:

A reinstatement of an employee can be effected only when such an employee has held a position in the Federal Government Service of comparable duties, grade and salary. BEFORE COMMITMENT CAN BE MADE to a prospective employee who claims right to reinstatement, CONFIRMATION OF THE RIGHT TO EMPLOY MUST BE RECEIVED FROM THE PERSONNEL OFFICE.

Example of Reinstatement Case:

An employee may be reinstated to the position of Clerk, CAF-4, or Senior Clerk, CAF-5, if at the time of his separation from the Federal Service, he held the position of Senior Clerk, CAF-5, or Principal Clerk, CAF-6, etc. A prospective employee should not be recommended for reinstatement to a position of higher grade than that which he vacated at the time of his separation from the Service, unless his additional training and education or experience in private industry has been such as to justify, under the Civil Service Rules, reinstatement of a grade higher than the one formerly held.

Q. RESIGNATION:

A resignation is a voluntary separation of an employee from his position, initiated by the employee.

A signed resignation must be received in duplicate (on Form AD-39) in the Personnel Office before the separation of an employee can be effected and final salary payment made.

R. SALARY INCREASE "WITHIN-GRADE PROMOTION" (MEADE-RAMSPECK ACT):

The Meade-Ramspeck Act of November 26, 1940, provides that at specified intervals each employee is entitled to an increase in salary; provided

that he has not received a salary increase within a pre-determined period (such periods are determined by the individual's annual salary rate), AND, provided that the employee's efficiency rating meets the requirements of the Act.

THE PASSAGE OF THE MEADE-RAMSPECK ACT SUPERSEDED ALL PREVIOUS REGULATIONS REGARDING "ADMINISTRATIVE PROMOTIONS."

S. SEPARATIONS:

1. Without Prejudice:

An employee may be separated from the Service by:

- a. Voluntary Resignation
- b. Transfer to another Federal Agency
- c. For Cause, i. e., incompetence, insubordination, or any conduct considered detrimental to the Service.

2. With Prejudice:

The final decision as to whether an employee may be separated "With Prejudice" rests with the Department Personnel Office in Washington. Whenever a separation with prejudice is recommended, a complete and detailed report of all facts supporting the recommendation must be submitted to the Regional Personnel Division.

T. TRANSFERS:

BEFORE ANY COMMITMENT CAN BE MADE TO A PROSPECTIVE TRANSFEREE, a request must be submitted to the Regional Personnel Office and confirmation of approval received.

A transfer from another Federal Department or Agency in Washington, D. C., or in the field Service to the Food Distribution Administration would be an INTER-AGENCY transfer. A transfer from another Bureau of the Department of Agriculture, in Washington, D. C., or in the field service to the Food Distribution Administration would be an INTRA-AGENCY transfer.

(A transfer from office to office within the Northeast Region or from one Region to another within the Food Distribution Administration would be a "Change in Headquarters" see paragraph I. D. for details.)

I. DEFINITIONS AND POLICIES

PAY SCALES UNDER THE CLASSIFICATION ACT OF 1923, AS AMENDED

SERVICE AND GRADE				SALARY STEPS WITHIN GRADE			PER DIEM RATES	HOUR RATE 8 HR. DAY
CPC	SP	CAF	P	BEGINNING	MIDDLE	TOP		
1	--	--	-	\$ 720	\$ 840	\$ 960	\$ 2.00	\$0.25
2	--	--	-	1,200	1,380	1,500	3.33	.41
-	1	--	-	1,200	1,380	1,560	3.33	.41
-	--	1	-	1,260	1,440	1,620	3.50	.43
3	--	--	-	1,320	1,500	1,620	3.66	.46
-	2	--	-	1,320	1,500	1,680	3.66	.46
-	3	2	-	1,440	1,620	1,800	4.00	.50
4	--	--	-	1,500	1,680	1,860	4.16	.52
-	4	3	-	1,620	1,800	1,980	4.50	.56
5	--	--	-	1,680	1,860	2,040	4.66	.58
-	5	4	-	1,800	1,980	2,160	5.00	.62
6	--	--	-	1,860	2,040	2,220	5.16	.64
7	--	--	-	2,040	2,220	2,500	5.66	.70
-	6	5	1	2,000	2,300	2,600	5.55	.69
8	--	--	-	2,200	2,500	2,800	6.11	.76
9	--	6	-	2,300	2,600	2,900	6.38	.79
10	--	7	-	2,600	2,900	3,200	7.22	.90
-	--	8	-	2,900	3,200	3,500	8.05	1.00
-	--	9	-	3,200	3,500	3,800	8.88	1.11
-	--	10	-	3,500	3,800	4,100	9.72	1.21
-	--	11	4	3,800	4,200	4,600	10.55	1.31
-	--	12	5	4,600	5,000	5,400	12.77	1.59
-	--	13	6	5,600	6,000	6,400	15.55	1.94
-	--	14	7	6,500	7,000	7,500	18.05	2.25
-	--	15	8	8,000	8,500	9,000	22.22	2.77
-	--	16	9					

In excess of \$9,000 by express legislation

CPC - crafts, protective, and custodial service; SP - subprofessional service; CAF - clerical, administrative, and fiscal service; P - professional and scientific service

NOTE: The above rates are basic and are subject to overtime salary payments.

II. RECRUITMENT AND EMPLOYMENT:

A. CHANNELS THROUGH WHICH ALL PERSONNEL MATTERS ARE TO BE ROUTED:

All personnel matters are to be routed to:

E. A. Hoyle
Acting Chief, Regional Personnel Division
Food Distribution Administration
150 Broadway
New York City

In the Distribution Division, Area Supervisors will route personnel requisitions, recommendations, forms and all other correspondence pertaining to personnel direct to the State Supervisor who, if he concurs, will forward them immediately to the Chief, Regional Personnel Division.

Commodity Branches which were regionalized January 1, 1943, should route all correspondence regarding personnel, as well as requisitions for personnel, directly to the Chief of the Regional Personnel Division. It is assumed that when a request for a new employee or for a replacement is made to the Regional Personnel Office that it will be submitted only after the initiating officer has determined that sufficient funds are available for paying the salary of the requested employee.

THE STATE SUPERVISOR IS CHARGED WITH THE RESPONSIBILITY OF MAILING ALL CORRESPONDENCE, FORMS, ETC., REGARDING PERSONNEL WITHIN 24 HOURS AFTER RECEIPT.

Such regulation is necessary to expedite action and to prevent delays in various types of personnel actions which may be expensive to the government, and could conceivably cause the loss of salary payment to an individual; if, for instance, an employee were permitted to report for duty prior to the effective date of his appointment or if a Letter of Authorization employee were allowed to remain on duty after the terminating date of his appointment. The complete cooperation of all employees is requested as a safe-guard against unnecessary delays. Personnel matters are routed through the State Supervisor so he may know, at all times, the status of personnel in the area for which he is responsible. To prevent costly errors and to achieve prompt and satisfactory service papers must move quickly.

TO PREVENT DELAY IT IS ASSUMED THAT THE STATE SUPERVISOR WILL DESIGNATE HIS ASSISTANT TO ACT FOR HIM IN CONNECTION WITH PERSONNEL MATTERS WHILE THE SUPERVISOR IS ABSENT FROM THE STATE OFFICE.

All offices of the Northeast Region which do not come under the super-

vision of a State office (as in the Distribution Division) are to forward correspondence regarding personnel directly to E. A. Hoyle, Acting Chief, Regional Personnel Division.

The responsibility for securing concurrence, with reference to personnel, from the Chief of the Division stationed in New York City rests with the Regional Personnel Division.

A Section Chief in the Regional Office (New York City) will forward all personnel papers through his Division Chief; who, if he concurs, will promptly transmit them to the Regional Personnel Division.

In the case of non-regionalized branches, clearance with the Branch Chief in Washington D. C., must be secured PRIOR to submitting the case to the Chief, Regional Personnel Division, New York.

For types of prospective employees who must be investigated by the Department see paragraph I. M. 2. These inquiries naturally will slow down the processing of the appointment and when the initiating officer checks the forms being submitted by the prospective employee, he should note place of birth (and parents place of birth, if foreign) and expect a slight delay in the appointment of any person in the categories outlined in paragraph I. M. 2. Everything possible will be done by the Regional Personnel Division to expedite approval of all appointments, but the Department's regulations must be adhered to.

B. TYPES OF RECRUITMENT:

1. By Transfer (Inter or Intra Agency)

When a vacancy occurs because of the separation of an employee and recruitment of a successor is necessary, the Chief, Regional Personnel Division, should be notified immediately through appropriate channels. If the initiating officer (the person in charge of the office where the vacancy occurs, or his assistant) knows of an employee who has Civil Service Status for transfer and who wishes to be considered for the vacant position, full details must be furnished to the Regional Personnel Division. If there is no prospective transferee from another Bureau of the Department of Agriculture or from another Bureau of the Department of Agriculture or from another Federal Agency, who is eligible, replacement will be made from an appropriate Civil Service Certificate of Eligibles. If the initiating officer knows of a person currently employed by the Food Distribution Administration who wishes to transfer, detailed information should be forwarded to the Chief, Regional Personnel Division.

The Regional Personnel Division maintains a file of applications for positions in practically all grades, and when a vacancy occurs consideration should be given to: first, employees of the Food Distribution Administration who are eligible and wish to be considered for positions in other localities; second, to employees in other Bureaus of the Department of Agriculture who wish to make a change; and,

third, to employees in other Departments or Agencies of the Federal Government who desire to be considered for any vacancies for which they are qualified and eligible. Although consideration should be given first to employees of the Food Distribution Administration and second to employees of other Bureaus of the Department of Agriculture, it is not mandatory that selection be made from any of these sources, particularly if better qualified persons are available on the Civil Service Register. However, in accordance with the Department of Agriculture's policy of "Promotion from Within" it is desirable to consider such persons before selection is made from other sources of recruitment.

2. By Civil Service Certificate of Eligibles

A Civil Service Certificate of Eligibles is a list furnished by the Civil Service Commission to fill a specific vacancy, upon request from the Regional Personnel Office. When such a list is desired, the initiating officer should submit Personnel Requisition Form No. AMA-157 to the Regional Personnel Division through appropriate channels. Upon receipt of a list of eligibles the Regional Personnel Division will contact the initiating officer to determine when and where interviews are to be conducted. The eligibles will then be contacted by the Regional Personnel Division either by telegraph or Form letter and the list of names and examination papers will be forwarded immediately to the initiating officer. After he makes a selection, the initiating officer will return the Civil Service Certificate and examination papers promptly to the Regional Personnel Division. Action taken in each individual case should be written, in pencil, on the certificate, i.e.:

- | | | |
|-----|--------|--------------------------------------|
| (1) | A. | (Selected) |
| (2) | C.R.U. | (Communication Returned Undelivered) |
| (3) | D. | (Declined) |
| (4) | F.R. | (Failed to Reply) |
| (5) | N.S. | (Not Selected) |

See paragraph No. III A. for necessary forms required in connection with making recommendation for formal appointment.

3. By Direct Recruiting by the Civil Service Commission

Direct recruiting by the Civil Service Commission's Representative is necessary when the Regional Personnel Division has submitted a request for which the Commission has no suitable list of eligibles. When recruiting is carried on by the Commission's Representative in the field, (in a locality where a regional office of the Civil Service Commission is not

located) applicants will be directed to report to the initiating officer for interview.

IN NO CASE IS THE INITIATING OFFICER TO DIRECTLY REQUEST THE CIVIL SERVICE COMMISSION TO CONDUCT DIRECT RECRUITING, UNLESS HE HAS RECEIVED FROM THE REGIONAL PERSONNEL DIVISION SPECIFIC INSTRUCTIONS TO DO SO.

C. RECRUITMENT FOR SPECIFIC CLASSES OF POSITIONS:

1. Professional Employees -- (P-)

When a vacancy occurs which will require the recruitment of a Professional Employee, the Regional Personnel Division should be requested to recruit for such a position. This request will be made through appropriate channels and Personnel Requisition Form No. AMA-157 is to be used and MUST BE completely executed by the initiating officer BEFORE it is submitted. It will be the duty of the Regional Personnel Division to submit to the Division Chief or the officer making the request, for his consideration, names of applicants who are qualified and are acceptable to the Civil Service Commission.

2. Clerical, Administrative and Fiscal Employees -- (CAF-)

The procedure for submitting requisitions for recruitment for vacant positions in the CAF grades follows that outlined in sub-paragraph 1, Professional Employees, EXCEPT THAT for grades CAF-1 through 6, the Civil Service Certificate of Eligibles WILL NOT be submitted to the Division Chief for consideration. In grades CAF-7 and above, the procedure outlined for recruiting professional employees must be followed.

3. Sub-Professional Positions -- (SP-)

The procedure for submitting requisitions for recruitment for vacant positions in the SP grades is to follow that outlined in sub-paragraph 1, Professional Employees, EXCEPT THAT for grades SP-1 through SP-7, the Civil Service Certificate of Eligibles WILL NOT be submitted to the Division Chief for consideration. In grade SP-8, the procedure outlined for recruiting professional employees must be followed.

4. Crafts, Protective and Custodial Positions -- (CPC-)

The procedure for submitting requisitions for recruitment for vacant positions in the CPC grades is to follow that outlined in sub-paragraph 1, Professional Employees, EXCEPT THAT for grades CPC-1 through CPC-9, the Civil Service Cer-

tificate of Eligibles WILL NOT be submitted to the Division Chief for consideration. In grade CPC-10, the procedure outlined for recruiting professional employees must be followed.

D. EMPLOYMENT:

The employment of an individual in the Federal Government Service may result after selection has been made from one of four sources (see paragraph B - Recruitment).

1. Professional employees will be entered on duty only after receipt, by the initiating officer, of the authority from the Regional Personnel Division. Professional employees will enter on duty only after formal appointment has been completed and notification received from the Regional Personnel Division. All necessary forms to effect appointments of professional employees must be completed and received in the Regional Personnel Division before approval to enter on duty can be granted. (See paragraph III-A for forms required.)
2. Clerical, Administrative, and Fiscal Employees will not be entered on duty until after necessary personnel forms to effect appointment are completed by the prospective employee and forwarded to the Regional Personnel Division. (See paragraph III-A for forms required.) If it is urgent that an employee be entered on duty under Letter of Authorization (see paragraph III-E on L. A. employees), the Regional Personnel Division must be notified immediately (preferably the same day) when such a person has entered on duty. The necessary forms for such an employee should be forwarded immediately to the Regional Personnel Division through appropriate channels. If the initiating officer has in his possession a Civil Service Certificate of Eligibles and examination papers, they MUST be returned with the forms necessary to effect the appointment. It is the responsibility of the initiating officer to inform the Regional Personnel Division immediately after selection has been made so no delay will result in securing authorization to enter a particular employee on duty. No appointee is to enter on duty until the Regional Personnel Division has been informed of the effective date (which is the date the employee will enter on duty). An employee should report for duty ON THE DATE THE APPOINTMENT IS EFFECTIVE, but should circumstances require it, he may report for duty after the effective date. In no instance should the employee report for duty prior to the effective date of the appointment. HOWEVER, THE REGIONAL PERSONNEL DIVISION MUST BE ADVISED OF THE EFFECTIVE DATE EITHER ON OR BEFORE THE DATE OF ENTRANCE ON DUTY. THIS REGULATION MUST BE OBSERVED OR ELSE A LOSS OF SALARY PAYMENT TO THE EMPLOYEE MAY RESULT, THE INITIATING OFFICER WILL BE HELD RESPONSIBLE FOR ANY

SALARY OVER-PAYMENT. IT IS NOT POSSIBLE FOR THE REGIONAL PERSONNEL DIVISION TO BACK DATE A FORMAL APPOINTMENT.

NOTE: If the Regional Personnel Division has been advised that a person is to enter on duty on a specified date and it is later determined that he cannot enter on duty until a later date (usually because of personal reasons) the Regional Personnel Division must be advised of the change in date immediately.

3. The procedure for hiring sub-professional employees will be the same as that of Clerical, Administrative, and Fiscal employees.
4. The procedure for hiring Crafts, Protective, and Custodial employees will be the same as that used in hiring Clerical, Administrative, and Fiscal employees.

NOTE: In grades CAF-7, SP-8, and CPC-10, and above, employees cannot be entered on duty under L. A. without prior approval from the Regional Personnel Division.

E. LETTER OF AUTHORIZATION EMPLOYMENT:

(THESE REGULATIONS MUST BE ADHERED TO AS IT WILL BE THE RESPONSIBILITY OF THE INITIATING OFFICER TO REFUND ALL SALARY OVER PAYMENTS WHICH MAY RESULT FROM DEVIATIONS FROM THE REGULATIONS.)

Where temporary assistance is needed for a period of two months (sixty calendar days) or less, the Department has secured general authority from the Civil Service Commission for employing persons under Letter of Authorization. No formal notification, Form A.D.-126 is issued to cover employment under L.A.

Generally, persons are hired under Letter of Authorization to:

- (a) Perform duties while a regular employee of the office staff is absent because of illness or is on leave without pay, etc.;
- (b) To provide adequate clerical assistance during peak rush periods; or
- (c) To perform a specific job which will last 60 consecutive days or less.

Note: Any person employed under L. A. either on a 2 months (60 calendar days) basis or on an intermittent basis of twenty working days per month must be a CITIZEN of the United States. It is the responsibility of the initiating officer to determine this before he permits the person to begin work.

The two types of Letter of Authorization assistance generally used in this Administration are A and C, as follows:

1. Type A Employment:

Emergency assistance for a position that will last no longer than 2 months (sixty calendar days) is Type A Employment. A person employed on this basis is paid the minimum salary rate for the grade in which the work he will do is properly allocable. Type A employment is day to day consecutive employment and salary is paid for Sundays and Holidays which fall within the employment period, but a salary deduction is made for absence if the L. A. employee has not worked the last 2-1/2 days of the month. (See paragraph on leave.) If a grade CAF-2, Junior Clerk-Stenographer, who receives \$1440 per annum is away from the office because of illness and is not expected to return for approximately thirty days, the work cannot be absorbed by other employees of the office, and additional assistance is necessary, a request for employment of a Letter of Authorization Clerk grade CAF-2 should be made. Although the regular clerk might return within thirty days or in less than sixty days, it is suggested that authority for 2 months (sixty calendar days) employment be obtained from the Regional Personnel Division.

2. Type C Employment:

In certain offices the program of work is of such nature that an additional full-time employee is not required, but there is more work than can be done by the regular force. Consequently, provision is made for employment of part-time temporary assistance on an intermittent basis: Type C Employment.

A clerk may be employed for a period not to exceed twenty WORKING days per month provided that the employment within an "appointment year" does not require a net salary payment in excess of \$540 per year; i.e., if a grade CAF-2, Junior Clerk, were employed on this basis and reported for duty on December 18, 1942, the "appointment year" would extend from December 18, 1942, through December 17, 1943. During that period, total salary payments to the clerk must not exceed \$540, and employment must not exceed twenty working days per month. It must be borne in mind that twenty working days per month at a salary rate of \$4.00 per day for approximately six and one-half months would consume \$520 of the \$540 allocated. Persons employed under Type C Employment may be paid at a daily or hourly rate. It is unnecessary to employ the clerk the full twenty working days each month but it is mandatory that employment be limited to twenty working days per month. Employment under this rule is on a Work Day Basis; the employee is paid only for the actual days worked, and not for intervening Sundays and Holidays unless work actually is performed on these days. (See Fiscal paragraphs for details regarding Payroll Certification.)

Type C Employment is restricted to offices where the work is of such nature as to demand intermittent assistance and authority cannot and will not be granted for employment of this nature unless it is justified. The decision as to whether or not such employment can be obtained rests with the Regional Administrator's Office, or with Branch Chiefs for non-regionalized offices.

Note: In grades CAF-7, SP-8, and CPC-10 and above, employees cannot be entered on duty under L. A. without prior approval from the Regional Personnel Division.

In the event L. A. assistance is required, the Regional Personnel Division will do everything possible to expedite approval of the authority required to secure assistance provided the initiating officers cooperate to the extent of furnishing all required information and forms when they are in need of temporary employees.

When the Regional Personnel Division is requested to approve authority for a temporary Letter of Authorization appointment, the following information must be furnished if delays are to be avoided:

- (1) An estimate as to the length of time the work will last and as to whether it will be full-time or part-time job;
- (2) The type of work to be performed (this is necessary to determine the grade and salary rate); and
- (3) An indication as to whether the additional assistance is required to:
 - (a) Perform duties pending the formal appointment of a person to fill a full-time vacant position;
 - (b) Replacement (to perform duties while a regular employee is on sick or leave without pay because of illness); or
 - (c) For additional assistance required during a peak rush period.

For the following cities:

Boston, Mass.
New York, N. Y.
Philadelphia, Pa.
Pittsburgh, Pa.

the Regional Personnel Division, at the request of the initiating officer, will secure a list of local eligibles from the Regional Office of the Civil Service Commission, and the Regional Personnel Division will request the Commission to transmit the

Certificate of Eligibles directly to the initiating officer. The Regional Personnel Division will, upon request of the initiating officer, authorize employment of a suitably qualified person selected from the Certificate of Eligibles.

If a person is employed on a 2 months' (sixty calendar day) basis during the absence of a regular employee who is on sick leave, and it is found that the Letter of Authorization employee's services will be required beyond 2 months, the Regional Personnel Division must be notified at least fifteen (15) days before the terminating date of the Letter of Authorization appointment. The Regional Personnel Division will make every attempt to secure an extension of the employee's services. This is a privilege extended only in emergency cases and is not to be abused.

Persons employed under L. A. consecutively on a 2 months' (sixty calendar day) basis are entitled to annual and sick leave. (See paragraph regarding Leave Regulations.)

Persons employed on the twenty working days per month basis are not granted annual and sick leave.

Note: THE APPROVAL TO ENTER EMPLOYEES ON DUTY UNDER LETTER OF AUTHORIZATION IN GRADES CAF-7, SP-8, CPC-10 AND ABOVE WILL BE GRANTED BY THE REGIONAL PERSONNEL DIVISION ONLY IN CASE OF EXTREME EMERGENCY AND NO SUCH REQUESTS FOR APPROVAL SHOULD BE MADE EXCEPT IN CASE OF EMERGENCY AND SUCH REQUESTS MUST BE JUSTIFIED TO THE CHIEF, REGIONAL PERSONNEL DIVISION BY THE INITIATING OFFICER.

FORMS REQUIRED FOR PERSONNEL ACTIONS

III. A. WAR SERVICE APPOINTMENT:

One form - AMA 157 (Recommendation to the Personnel Division)
Three forms - 57 (Application for Federal Employment)
One form - 2413 (Certificate of Medical Examination)
Two forms - AD125 (Personnel Questionnaire)
Civil Service Authority (authority sometimes retained in the Regional Personnel Division).

B. TRANSFERS WITHIN FDA FROM WASHINGTON TO FIELD OR FROM FIELD TO WASHINGTON AND CHANGE IN STATUS:

One form - AMA 157 (Recommendation to the Personnel Division)
Two forms - 57 (Application for Federal Employment)

C. TRANSFERS FROM ANOTHER GOVERNMENT AGENCY:

One form - AMA 157 (Recommendation to the Personnel Division)
Three forms - 57 (Application for Federal Employment)

D. MILITARY FURLOUGH:

One form - AMA 157 (Recommendation to the Personnel Division)
One form - AD 16A (Leave Slip)
Two forms - 51 (Interim Efficiency Rating)

Signed statement from employee giving
the date of actually entering the Armed
Services.

E. REINSTATEMENT (WAR SERVICE):

The same forms necessary as those used for War Service Appointment.

F. SIXTY DAY TEMPORARY LETTER OF AUTHORIZATION APPOINTMENT:

One form - AMA 157 (Recommendation to the Personnel Division)
Two forms - 57 (Application for Federal Employment)
One form - AD125 (Personnel Questionnaire)
(Two copies if foreign born or if either or
both parents are of foreign birth.)

G. SEPARATION BY TRANSFER:

One form - AMA 157 (Recommendation to the Personnel Division)
Two forms - 51 (Interim Efficiency Rating)
One form - AD 16A (Leave Slip)

(Copy of Civil Service Authority for
transfer usually maintained in the
Regional Personnel Division)

H. SEPARATION BY RESIGNATION:

One form - AMA 157 (Recommendation to the Personnel Division)
Two forms - AD 39 (Resignation)
One form - AD 16A (Leave Slip)
Two Forms - 51 (Interim Efficiency Rating)

1. FORMS REQUIRED FOR ALL EMPLOYEES ON DATE REPORTING FOR DUTY:

- *One form - VIII (Oath of Office)
- One form - 47 (Personnel Affidavit)
- One form - 2390 (Finger-print Chart)
- *One form - 124-b (Declaration of Appointee)

*NOTE: THESE FORMS NOT REQUIRED ON THE FOLLOWING TYPES OF EMPLOYMENT:

Two months (60 days)
Temporary Appointment

IV. LEAVE

A. ANNUAL LEAVE:

1. Permanent Employees:

- a. The annual leave of permanent employees is earned for the actual number of days and months worked, at the rate of 2 days $1\frac{1}{4}$ hours per month, i.e., 26 days per year.
- b. Such employees cannot carry over more than 90 days accumulated annual leave from one calendar year to the next calendar year.

2. Temporary Employees:

- a. All temporary employees earn annual leave at the rate of $2\frac{1}{2}$ days per month for each full month of service, i.e., 26 days per year.
- b. A temporary employee must serve a base period of 30 days continuous service in order to establish his right to earn leave, i.e., a temporary employee must be on duty all the working days in one continuous 30 day period before this employee establishes the right to earn leave. Any kind of absence taken during the 30 day base period is charged as leave without pay, making it necessary for the employee to establish a new base period from which he can start earning leave. His new 30 day base period would then be calculated from the first full day in a duty status after the period of leave without pay.
- c. The only time that an employee hired under temporary appointment may take annual leave during the first month of service is when he is being released at the end of that first month. *In that case, he is entitled to the last two and one-half days on annual leave.*

An employee hired under Letter of Authorization for a 60 day period earns 5 days annual leave. If employment did not constitute a break in service, such an employee, if terminated at the expiration of his Letter of Authorization employment, must be granted his accumulated leave prior to the termination date.

*See Page 21 Par.b For Exception

3. General:

Due to the intensified activities of the Department of Agriculture caused by the present emergency, no employee of this Administration shall be allowed leave for a period of more than 14 work days at any one time. All requests for annual leave in excess of 14 work days should be submitted to the Chief, Regional Personnel Division for approval together with a statement from the respective supervisor showing the necessity for the employee to avail himself of annual leave in excess of 14 work days. This does not effect annual leave taken prior to separation or resignation from government service, or annual leave taken prior to entering the armed forces. Furthermore, annual leave being taken to cover a period of extended illness is not affected by the foregoing.

Probational, Probational-Indefinite, War Service Appointees and Executive Order employees, earn and are charged leave on exactly the same basis as are permanent employees.

Leave may be transferred from one permanent appointment to another permanent appointment in the same or in a different governmental agency, provided there is no break in service between the two appointments. Leave may not be transferred from a permanent appointment to a purely temporary appointment under any conditions. Within the same governmental agency, leave may be transferred from any temporary appointment to a permanent appointment, or to any other temporary appointment.

B. SICK LEAVE:

1. Permanent Employees:

- a. The sick leave of permanent employees is earned for the actual number of days and months worked, at the rate of 1 day 2 hours per month, i.e., 15 days per year.
- b. Such employees cannot carry over more than 90 days accumulated sick leave from one calendar year to the next calendar year.

2. Temporary Employees:

- a. All temporary employees earn sick leave at the rate of 1 day 2 hours for each full month of service, i.e., 15 days per year.

- b. Sick leave may be granted temporary employees any time during the first or succeeding months of service, but if the sick leave is not subsequently earned during that month because of break in service due to leave without pay, then refund for the sick leave granted beyond that which has accrued, if any, shall be required. Such un-earned sick leave will then be considered as leave without pay for the period covered by the refund and will necessarily create a break in service, thereby affecting the accrual of annual and sick leave for that base period.
- c. The regulations concerning transfer of sick leave from one type of appointment to another are the same as those for annual leave.
- d. Any application for sick leave for a continuous period in excess of 3 work days must be supported by a certificate of a registered practicing physician or other practitioner. If an employee was attended by a doctor for a period of illness of 3 days or less, it is suggested that he have his physician sign the certificate even though his own signature would be sufficient. The aggregate amount of sick leave which may be taken under an employee's own signature must not total more than 12 days in any calendar year. When the total amount of sick leave granted on the employee's own signature alone amounts to 12 work days in any one calendar year, then any application for further sick leave in that calendar year, for whatever period of time, must be supported by the certificate of a registered physician or other practitioner; otherwise such additional leave will be charged to annual leave or, if all annual leave is exhausted, leave without pay.
- e. Sick leave may be granted if an employee is detained at home or in a hospital by illness or disability due to causes as to which a dentist or oculist is qualified to certify. However, sick leave shall not be granted to an employee for the purpose of being treated professionally by a dentist or oculist in his office.

C. APPLICATION FOR ALL TYPES OF LEAVE:

All requests for leave of absence must be submitted on the new form "Application for Leave" (Form AD-16A). One copy is all that is required by the Regional Personnel Division. The following points should be closely observed for all types of leave:

- 1. The space following "I" should be filled in by typewriter, if possible, or printed, rather than in the employee's own handwriting, as an additional space is provided for on the form for signature.

2. In computing the number of days, hours, and minutes of leave, Sundays and holidays are not counted in the case of annual and sick leave, but are counted in military leave, court leave, and leave without pay. All leave should be computed on an 8-hour workday as provided for in the Hours of Duty regulations of the Department.
3. When filling in the spaces after the word "request", state in figures the number of days, hours, and minutes of leave as required. When the period of leave is for more than a day, do not give the total number of hours, such as 16 hours, but indicate as 2 days.
4. When the leave starts at the beginning of a workday, do not indicate the closing time of the previous workday. Where leave ends at the end of the workday, do not indicate the beginning of the following workday. The commencing and ending of leave should be expressed in month, date, and hour.
5. The employee should sign the leave application in the appropriate space in addition to printing or typing his name in the space at the top of the application.
6. The space for official hours of duty and the lunch period should be completed as indicated.
7. The space for address while employee is absent from duty must be filled in if the absence is in excess of 1 day. This information is important in the present emergency when it may be necessary to recall an employee to duty on short notice.
8. In the space marked "Recommendation", application for all forms of leave must be signed by a duly authorized officer or supervisory employee in his own handwriting. (i.e., State Supervisor, Assistant State Supervisor, Area Supervisor, Assistant Area Supervisor, Division Chief, Assistant Division Chief and Section head or the designated head of the office. In the case of advanced annual or sick leave, annual leave beyond 14 days, or leave without pay, the application must be initialed by the immediate supervisor or submitted to the Chief, Regional Personnel Division for approval before the employee actually enters on the period of leave requested.

In some instances it may occur that an employee of a non-Regional Branch, such as a Supervisor of a Branch or Division or an employee at a so-called "one man station",

will request an extended period of leave, thereby leaving a vacancy temporarily which must be covered. In such instances it will be the responsibility of the employee to obtain prior approval of his superior either in the Field office or Washington office, as the case may be, before entering on the period of leave requested. This approval should be evidenced by his superior initialing the leave application prior to its submission to the Regional Personnel Division.

9. The space marked "Approved" should be left blank.
10. All spaces on the perforated portion of the application should be filled out by the employee with the exception of the spaces for signatures at the bottom and the space "Returned to duty". The perforated portion of the leave application will be returned to the branch or division or field office concerned for delivery to the employee.

While the "Returned to duty" portion of the application will not be completed, it will be the responsibility of the supervisor to make sure that the employee actually returns to duty at the end of the approved leave. A corrected leave application must be submitted immediately after an employee returns to duty if he returns at any time other than that designated on the original leave application. The new application must be clearly marked "Corrected".

11. All other spaces on the application not covered specifically in the foregoing numbered paragraphs must be properly filled out as required.
12. The certificate on the back of the application form required in the case of sick leave for 3 days or less should in all cases be filled out by the employee if he has not been attended by a physician or other practitioner. If the services of a physician or other practitioner were required, even though the period of sick leave was for 3 days or less, the employee should have the certificate filled out by the attending physician or practitioner.
13. In cases of illness exceeding 3 days, the certificate of the attending physician or practitioner should be filled out, except the space provided for the nature of the illness or disability. In cases of application for an advance of sick leave the space provided for the nature of the illness or disability must be filled in by

the attending physician or practitioner and supported by a statement in justification of the application for advanced sick leave.

14. Separate leave applications must be submitted for separate periods of leave, as well as for leave applied for in different calendar years, even though the period of leave may be continuous.

D. METHODS OF CHARGING LEAVE FOR ALL EMPLOYEES:

1. Annual Leave:

- a. For a week day--1 day
- b. For a Saturday--1 day
- c. Minimum charge--15 minutes
- d. Method of charge--Multiples of 15 minutes

2. SICK LEAVE:

- a. For a week day--1 day
- b. For a Saturday--1 day
- c. Minimum charge for 8-hour employees:
4 hours on any one day
- d. Absence for more than 4 hours but less than 1 day is charged in multiples of
1/2 hour.
- e. Any absence for sickness on Saturday for 8-hour employees is charged as 8 hours sick leave.

E. LEAVE WITHOUT PAY, MILITARY FURLOUGH, COURT LEAVE AND ADVANCED LEAVE:

1. Leave without pay shall not be granted until all allowable cumulated and current annual leave with pay is exhausted, except:
 - a. When an employee has been injured in line of duty and is receiving compensation from the United States Employees' Compensation Commission.
 - b. When he has been placed on leave without pay for disciplinary reasons or suspension.
 - c. When he has entered on active duty with the armed forces of the United States and has elected to reserve his leave until such time as he returns to civilian duty.

2. Leave without pay cannot in any case be granted by an officer in charge for the duration of the emergency. The Chief of the Regional Personnel Division must approve all leave without pay. Leave without pay will only be granted under exceptional circumstances. Requests for more than 30 days in any calendar year will require a formal action by the Department of Agriculture.
3. An employee absent on Saturday on leave without pay must be charged with a full day's leave without pay. Pay will be withheld for absence on all Sundays and holidays falling within a period of leave without pay. Sundays and holidays occurring at the end of a period of authorized leave without pay (i.e., immediately prior to the actual return of the employee to duty) are not charged against the employee. Should an employee take leave without pay without requesting prior authorization, however, pay will be also withheld for all Sundays and holidays occurring immediately prior to his return to duty.
4. Sick leave as well as annual leave, is earned by permanent employee while he is on leave without pay if the period of leave without pay is less than 30 days.
5. Annual leave, or leave without pay if the annual leave is exhausted, must be taken for any competitive Civil Service examination. Official leave will be granted for any non-competitive examination requested by the Department of Agriculture.
6. Employees who attend Court as witness for the Federal Government are not charged with leave for the period of attendance in Court. If not a witness for the Federal Government, then annual leave must be used or leave without pay if the annual leave is exhausted. Employees who attend State or Municipal Courts as jurors will not be charged for such absence. Any amounts received for such services must be credited to the United States Government.
7. Permanent employees may receive a maximum of thirty days advanced sick leave, if recommended by their superior officer. Temporary employees may not receive advanced sick leave, except sick leave accruing during any month of service after the first month shall be available at any time during that month. Thus, at any time during the second month of service, a temporary employee may be granted two days and 4 hours sick leave (the amount earned during the first two months) but excess leave beyond that amount must be charged to annual leave or to leave without pay, if the annual leave is exhausted. Applications for advanced sick leave must be supported by a signed statement from the attending physician as to the nature and exact dates of the illness.

8. Employees who are ordered to active duty with the military or naval forces or who voluntarily enlist may be granted compensation covering annual leave to their credit at the time of entering on active duty, plus leave earned while on leave; or may elect to have such leave remain to their credit until return to civilian status. Cases of this kind should be taken up with the Personnel Division's Leave Unit to determine the actual amount of accrued leave and appropriate application submitted for proper disposition and pay roll action. In preparing the recommendation for military furlough, it will be necessary for the employee concerned to submit to the Personnel Division a statement from him indicating the date he actually reported for duty. In no cases will the induction order be accepted. Employees of the Department of Agriculture ordered to report for physical or other examination required for entering into any branch of the armed forces shall be excused from duty without charge against annual leave for a period of sufficient duration to enable them to submit to such examination.
9. Care should be taken when separations, resignations or military furloughs occur in the field offices to see that as much advance notice as possible is given the Personnel Division so that leave or any salary deductions necessary can be properly handled. When an employee resigns without notice, the Personnel Division shall be notified immediately by telegraph in order that any required pay roll adjustments may be made.
10. All employees will maintain the regularly established hours of duty for their immediate office, which for full-time employees shall not be less than 8 hours Mondays through Fridays and 8 hours on Saturdays. Tardiness or other loss of time must be explained to the immediate supervisor. Repeated tardiness, unduly frequent absence without prior permission or any unauthorized absence which cannot be satisfactorily explained shall be considered ground for disciplinary action. Employees remaining away from work without prior permission must submit an explanation to their immediate supervisor within 24 hours after returning to duty. If the explanation is not considered satisfactory to the supervisor, recommendation should be made to the Personnel Division for leave without pay for disciplinary reasons.

Employees who absent themselves from duty without permission for a period of 15 days or more and do not in any way communicate with their official superiors will be considered to have abandoned their positions and will be separated from the service with or without prejudice, as the circumstances may appear to warrant.

